

**UNITED STATES PROBATION OFFICE
EASTERN DISTRICT OF TENNESSEE**

VACANCY ANNOUNCEMENT

**Human Resources Assistant
Knoxville, Tennessee**

POSITION ANNOUNCEMENT NO. 13-04

Court Personnel System Classification Level: CL 26

Salary Range: \$41,786 to \$67,951

Salary dependent upon experience and qualifications

Promotion potential up to the CL 27 level

Open to All Sources, Including Transfers Within the Judiciary

Open Date: October 22, 2012

Closing Date: November 21, 2012, or until filled

The United States Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.

Position will be filled as permitted by current and future budgetary constraints.

The United States Probation Office for the Eastern District of Tennessee is comprised of offices located in Chattanooga, Greeneville, and Knoxville. **This position will be located in the Knoxville office.**

Duties and Responsibilities

Process a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and changes to benefit elections. Maintain automated personnel records system. Prepare and utilize spreadsheets to track personnel actions. Process workers compensation claim forms.

Conduct assigned recruitment efforts, such as preparing vacancy announcements and ensuring positions are advertised according to the needs of the unit; review applications for completeness. Coordinate interviews, administer employment tests, and maintain recruiting and hiring statistics for the Fair Employment Practices Report. Create and maintain applicant log for each vacancy announcement.

Administer background checks and investigations and issue credentials and identification cards.

Assist in researching, developing, and recommending human resources related procedures or policies for the court unit.

Assist with creating and classifying position descriptions.

Maintain and monitor human resources records, including payroll and leave records. Track and enter time

sensitive data, such as employees' promotions, performance evaluations, and step increases. Maintain and audit leave and timekeeping records.

Ensure accuracy of personnel information in HRMIS and the ELMO leave tracking program.

Assist with benefit program coordination, including maintaining and distributing benefits materials, processing forms, and addressing routine benefit questions and resolving benefits issues.

Assist with training activities related to human resources matters within the court unit, such as maintaining training records, assisting with preparing materials and resources, and scheduling resources (e.g., meeting rooms, web-based resources, etc.) Orient new users to available electronic human resources tools.

Receive and route all confidential incoming mail/materials, e-mails to the appropriate individual in the office.

Perform other related duties as required.

Qualification Requirements

Candidate must have a high school diploma or equivalent, 2 years general office experience, and 2-3 years specialized experience, with at least 1 year equivalent to work at the CL-25. Specialized experience is defined as progressively responsible experience in at least one but preferably two or more functional areas of human resources management and administration (classification, recruitment and staffing, training and development, employee relations, pay and benefits administration, etc.) that provided knowledge of the rules, regulations, and terminology in the area of human resources administration.

Court Preferred Skills

Prior federal court experience, particularly in the area of human resources, or other legal field is preferred. Skill in the use of automated human resource systems, word processing and spreadsheet programs; excellent interpersonal and communication skills; strong organizational skills; ability to handle human resource issues in a confidential manner; and ability to meet deadlines and flexibility in adapting to workplace changes is also preferred.

! Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.

! This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

! Applicants must be United States Citizens or eligible to work in the United States.

Other Important Information

All newly hired employees are subject to a one year probationary period. Only qualified applicants will be considered for this position. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Only those applicants selected for an interview will be contacted. All application information is subject to verification. The final candidate will be required to

satisfactorily complete a criminal background investigation. Retention depends on a favorable suitability determination after the background investigation. Applicants will not be reimbursed for travel or moving expenses.

Application Procedures

Qualified applicants must provide a cover letter, résumé, supplemental statement, and an *Application for Judicial Branch Federal Employment* (form AO 78), which can be found at www.uscourts.gov

Supplemental Statement

The supplemental statement is a document created/written by you expressing your knowledge, skill, and abilities (referred to as KSAs) in response to the list below. The supplemental statement is important in the application process since the responses to each KSA are rated, scored and compared amongst other applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement addresses all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed three single-spaced typed pages.

Applicants should respond in writing to the following KSAs. Relevant examples of how the applicant has displayed the KSAs are encouraged.

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| KSA 1 | Describe the specialized experience and education you have obtained as it relates to human resources. |
| KSA 2 | Describe the human resource's systems or other computer-based systems you have used, such as word processing, spreadsheets, or database applications. |
| KSA 3 | Describe your organizational skills, ability to communicate, ability to meet deadlines, and flexibility to adapt to workplace changes. |

It is preferred that application materials be e-mailed in one PDF file to Belinda_Parker@tnep.uscourts.gov. However, if application materials are not e-mailed, please mail to: **(Do not e-mail and then also mail materials).**

**United States Probation Office
ATTN: Personnel Specialist (#13-04)
220 West Depot Street, Suite 338
Greeneville, TN 37743**

Benefits:

Employees of the United States Courts are considered “at will” employees and are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- ! Ten paid federal holidays per year.
- ! Paid annual and sick leave.
- ! Retirement benefits under the Federal Employees Retirement System (FERS).

- ! Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- ! Health benefits under the Federal Employees Health Benefits Program (FEHB).
- ! Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI).
- ! Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement.
- ! Supplemental Dental and Vision benefits offered through Federal Employees Vision and Dental Insurance Program (FEDVIP).
- ! Group Long Term Care Insurance through CNA or the Federal Judiciary.
- ! Federal Employees Group Long Term Disability Program (FEG LTD).

Equal Opportunity Employer